



VENUE LOGISTICS ASSISTANT

RECRUITMENT PACK

ABOUT US

A year-round visitor attraction in the heart of Bedfordshire, Old Warden aerodrome is one of the only remaining grass airfields in the country. The visitor attraction is made up of the Collection, Swiss Garden, Shuttleworth House, and extensive surrounding Parkland. It also boasts an on-site café.

As well as daily visitation, Shuttleworth offers regular events, including a summer air show season that welcomes around 29,000 visitors each year, family and commercial events, private hire opportunities and weddings.

As an educational charity, we are proud to offer a range of learning opportunities to schools and colleges. Our engineering apprenticeship programme has led to many of our in-house engineering team working with us for many years.

The Collection

Honouring the legacy of our patron, Richard Ormonde Shuttleworth, The Shuttleworth Collection is a treasure trove of airworthy vintage aircraft from 1909-1950, agricultural and steam exhibits, veteran vehicles, classic motorcycles, bicycles, carriages, and buses.

Swiss Garden

Beautifully restored, this RHS partner garden is a unique example of a Regency Garden in the 'Alpine' style.

Shuttleworth House

Shuttleworth House hosts a range of events throughout the year, as well as being a hugely popular wedding venue. There are various spaces available for corporate bookings and away-days.

Parkland

The Shuttleworth site includes stunning lakes and parkland which can be hired for events and is open to various public walking routes.



The Shuttleworth Trust – registered charity: 307534 – was set up to honour the life and legacy of Richard Ormonde Shuttleworth, a keen aviator, racing driver and horse racer, who was tragically killed in 1940 during a night training exercise for the RAF.

VENUE LOGISTICS ASSISTANT

The Venue Logistics Assistant is responsible for ensuring the venue is set up and maintained to the highest standard, creating a safe, comfortable, and welcoming environment for guests. The role involves setting up for events, moving furniture, cleaning various areas, and assisting with bar service.

Event set up and furniture handling:

- Assist with the setup of weddings and events across the venue.
- Arrange tables, chairs, portable bars, and fridges, and lay out the dance floor.
- Dismantle setups and equipment after events.
- Work under the direction of the House Management team to complete tasks within specified time frames.

Cleaning and maintenance:

- Ensure the cleanliness of all areas, including bars, kitchens, and event spaces.
- Regularly clean the venue to ensure it's in top condition for events.
- Maintain high standards of cleanliness in kitchens and dining areas, ensuring they are ready for external catering services.

Administration:

- To ensure all communications are responded to or forwarded to agreed handlers.
- To ensure all financial procedures are adhered to as required by the Accounts department

Bar service and operations:

- Provide bar service during events, including setting up and maintaining the bar area.
- Lead casual staff during events and ensure smooth service alongside the House Management team.
- Follow health and safety standards, always maintaining food hygiene and safety.

Planning and operations:

- Attend operational meetings as required to assist with planning for upcoming events.
- Ensure proper disposal of rubbish in accordance with health and safety regulations.
- Assist with stock control and inventory management, ensuring smooth service during events.

Financial:

- To assist the team in stock and equipment ordering, ensuring there is enough resource in line with cleaning requirements.
- To maintain organised storage areas to minimise leakage and wastage.
- To have an awareness of the financial aspects of the department to maximise profitability across the board.



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Relationships:

- To invest in and promote close working relationships in all areas of the Shuttleworth Trust.
- To support and maintain positive working relationships with external stakeholders and guests by always representing the Trust in a positive manner.

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Trust to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible, the Trust reserves the right to make reasonable changes after consultation.

Policies and procedure:

- Comply with Health and Safety legislation
- Comply with GDPR legislation
- Adhere to organisational policies
- Develop and maintain policies and procedures that support and deliver departmental objectives

Personal responsibilities:

- Demonstrate personal integrity in all day-to-day interactions with colleagues, working as a positive influence and role model, acting with professionalism and tackling challenges in a pragmatic and collaborative manner to bring staff and volunteers along with changes and developments
- Protect the reputation of the Trust
- Maintain professional levels of confidentiality commensurate with the role



TERMS & CONDITIONS

Job Title:	Venue Logistics Assistant
Working Pattern:	Part time, 4 days (24 hours) per week
Salary:	£9,500 - £15,300 per year
Job Type:	Permanent, part time
Benefits:	<ul style="list-style-type: none">• Company pension• Discounted or free food• Employee discount• On-site parking
Schedule:	Monday to Friday, weekend availability
Ability to Commute:	Biggleswade (essential)
Work Location:	In person, on-site.
Reference ID:	Venue Logistics Assistant



HOW TO APPLY

To apply for this role, please submit your CV and a covering letter outlining your suitability for the role to jobs@shuttleworth.org

We look forward to hearing from you.

